

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

SAFETY AND SECURITY SPECIALIST II, EO-07

DUTIES SUMMARY:

Has immediate responsibility for providing statewide leadership and direction in planning, development, improvement, and evaluation of statewide Department of Education safety and security programs; collects, processes, analyzes, and disseminates data relating to student accidents, injuries, and property losses; and performs such other related duties that may be required or directed.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished by its responsibility to provide staff services in planning, developing, evaluating, and coordinating safety and security programs for the Department and to perform the full range of responsibilities including the most difficult and complex assignments under the general administrative and technical supervision of an Assistant Superintendent.

Positions in this class are afforded some independence in carrying out assignments. Special assignments at this level are usually given with a statement of objectives, limits of the assignment, suggested overall plan of work and nature of results expected with some independence in selecting the work methods or techniques. Completed work is reviewed for overall technical adequacy and conformance with the objectives of assignment.

EXAMPLES OF DUTIES:

1. Researches national and local safety and security reports and publications for applicable activities to reduce incidents and amounts of person and property losses.
2. Collects, processes, analyzes and disseminates safety and security data with recommendations to schools, districts and relevant individuals and agencies.
3. Coordinates activities aimed at preventing, managing and reducing offenses against persons, property and the living-learning environment of schools and libraries; and accidents, injuries and losses to students, staff and participants of school and library activities.
4. Evaluates the effectiveness of safety and security programs.
5. Recommends program directions, priorities, budgeting and scheduling in order to achieve program objectives.
6. Prepares testimonies and replies to safety and security inquiries from the legislature, governor or other individuals or agencies.
7. Coordinates and refers to appropriate agencies Occupational Safety and Health requirements and reports.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, educational administration, public administration, or related field and six (6) years of progressively responsible job-related professional experience in organized occupational safety and accident prevention activities or closely related fields.

Knowledge of: School, district, and state office relationships and operations; basic principles, theories, and practices of education; a systems approach to program development and planning; the Occupational Safety & Health Act and other laws, rules and regulations pertaining to safety and health; principles and practices of public relations and budget preparation.

Ability to: Serve in a staff advisory and coordinative capacity with skill in planning, organizing, and evaluating programs; advise and assist Department staff personnel on implementation of the student safety and security program; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.